

REQUEST FOR QUALIFICATIONS FOR ARCHITECTURAL SERVICES

POLICE BUILDING - FACILITIES PLANNING PROJECT

I. Purpose

The City of Beavercreek is requesting proposals to evaluate alternatives to meet the space and functionality needs of the City of Beavercreek Police Department. The goal of this planning level study will be to evaluate the feasibility and the potential costs associated with the construction of an addition and remodeling of the existing building to meet these needs compared to the costs and other benefits associated with the construction of a new facility.

II. Background

The City of Beavercreek Police Building is located at 1388 Research Park Drive and is approximately 11,900 square feet in size. This facility was last remodeled in 1997. In the years since this remodeling project the following building deficiencies have been identified by the Police Department Command Staff:

- a. Locker Room – The existing locker room lacks adequate space and equipment storage area to support the current department staffing levels.
- b. Roll Call Room – The existing roll call room lacks adequate space to meet the Police Department needs.
- c. Meeting Room – The existing building lacks adequate meeting room space for larger departmental meetings.
- d. Witness Interview Area – The existing witness interview area is adjacent to an open area surrounded by partitions. It is desired to reconfigure or relocate the witness interview area to different portion of the building that would provide additional privacy.
- e. Lobby Area – It is desired to reconfigure the lobby portion of the Police Building to provide a reception area to provide the public with improved information, assistance with questions, and directions individual departments within the building. The reception area would also serve to increase building security.

- f. Secured Parking – A need has been identified to install a secured parking area to better protect police vehicles and other sensitive equipment.
- g. Property Room – Additional storage area is needed for the property room. The existing property room is at full capacity, and off-site storage is currently being utilized.
- h. Holding Area – The holding area needs modified to allow for the segregation of prisoners based upon age (e.g. juvenile vs. adult) and gender.

In order to address these deficiencies, the City of Beavercreek desires to explore the feasibility and potential costs associated with the construction of an addition onto the existing building, the remodeling of a portion of the existing building, and recommendations on the location and size of the secured parking area. This study will also include the estimated costs and other benefits associated with the construction of a new facility for the Police Department.

II. Retention of a Consultant for Professional Services

- a. Consultants wishing to provide Architectural Services for the City of Beavercreek shall submit three (3) copies of their letter of interest to Jeff Moorman, P.E., City Engineer, 1368 Research Park Drive, Beavercreek, Ohio 45434, no later than 2:00 P.M., **Thursday, June 23, 2016**. All such submittals shall be prepared and presented at the consultant's expense.
- b. A committee will be established by the City of Beavercreek which will review and rate the letters of interest according to the identified rating criteria (see attached criteria- Attachment 'A'). The committee will review and rank all proposals, and will recommend to the City Manager the firm which it considers to be the most qualified to provide the required professional architectural services. All contract negotiations are subject to the approval of the City Manager.
- c. The format and number of pages for the letters of interest shall conform to the requirements listed in attachment 'B'. Submittals that do not conform to this format may not be considered. Consultant Interviews will not be required.

III. Scope of Work

This abbreviated scope of work is not final or comprehensive. A final scope of work will be prepared as part of contract negotiations with the selected architectural firm. The following tasks are envisioned as a part of this contract:

a. Design Requirements and Considerations:

1. Hold discussions as needed with the Police Department staff to discuss and to gain a complete understanding of the above noted building deficiencies, and anticipated future Police Department staffing levels.
2. Based upon these discussions, the architect shall provide recommendations on the reconfiguration of identified existing spaces within the Police Building, and shall recommend a size for a potential addition onto the existing structure.
3. The architect shall develop a minimum of three (3) conceptual layout plans for the Police Department review and comment. Any potential construction or building code issues shall be identified for each alternative and shall be discussed with Police Department personnel. A rough construction cost shall be provided for each alternative developed by the architect.
4. The architect shall perform any necessary field measurements and shall verify existing electrical, plumbing and mechanical systems adequacy in serving a potential building addition.
5. The architect shall provide a recommended secured parking area based upon vehicle storage needs and space availability.
6. The architect shall meet with Police Department personnel as needed to identify a preferred conceptual layout plan.
7. The architect shall develop a refined/detailed cost analysis for the implementation of the preferred conceptual layout plan. This preferred conceptual layout plan shall include any changes requested by the Police Department from item number 6 above.
8. The consultant shall prepare an analysis to compare the costs and benefits of modifying the existing building vs the construction of a new facility. All existing building deficiencies noted above shall be addressed in this analysis.

b. Deliverables:

1. A summary of information collected from discussion with Police Department personnel, and the space needs analysis.
2. A report detailing the conceptual alternatives developed by the architect, an analysis of each alternative, and preliminary cost estimates.

3. A report detailing the preferred conceptual alternative and the updated cost estimate.
4. An analysis comparing the costs and benefits of modifying and expanding the existing building vs. the construction of a new facility.

IV. Information/Services to be Provided by the Owner

1. Police Building Remodeling Plans (1996)

V. Miscellaneous

- a. As a condition for selection, the Consultant is required to agree to the following, inasmuch as many of the items listed herein are important to the City in terms of selection and/or will be an integral part of an agreement between the Consultant and the City.
- b. The City reserves the right to accept or reject any or all proposals.
- c. By submission of a proposal, the Consultant agrees that said proposal shall not be withdrawn nor altered without the written permission of the City for sixty days after submission. Furthermore, the Consultant, if selected, will enter into an agreement within thirty days after being selected under the terms, conditions, etc., consistent with the submitted proposal or said terms and conditions as mutually agreeable between the City and Consultant.
- d. The Consultant selected must carry insurance policies which hold the City, its elected and appointed officials, and employees harmless from claims, suits, etc., of the firm's employees or equipment used for the project on those items listed in the Scope of Work. In addition, liability insurance coverage must be provided to protect himself from claims under worker's compensation acts; claims for damages because of bodily injury including personal injury, sickness or disease, or death of any of his employees or of any person other than his employees; and from destruction of tangible property including loss of use resulting therefrom; and from claims arising out of the performance of professional services caused by any errors, omissions or negligent acts for which he is legally liable. The City of Beavercreek shall be listed as an added insured on a policy in an amount no less than \$1,000,000.00.
- e. There will be no reimbursement for costs incurred by the consultants prior to selection of the Consultant by City staff.

- f. The consulting firm must provide all necessary labor, equipment, and materials necessary for completing the work unless otherwise agreed to in writing.
- g. The consulting firm must assure the City of Beavercreek that it is an equal opportunity employer and that it does not and will not discriminate in any fashion in regard to race, sex, national origin, political affiliation, disability (handicap), and age where protected by law, or any other non-merit or non-occupational related factors.
- h. Assurance must be given that all contact documents (plans, specifications, etc.) Will meet all applicable codes and be cleared at the consultant's expense with all appropriate agencies.
- i. The consulting firm agrees that information submitted as a result of the request for proposals becomes the sole property of the City of Beavercreek. (All information, plans, specifications, etc., generated as a result of an agreement between the City of Beavercreek once said Consultant is compensated for said work).
- j. Consultant agrees to submit a copy of their firm's current workmen's compensation certificate.

VI. Attachments

- a. Proposal Rating Criteria
- b. Proposal Format Requirements

Attachment 'A'

EVALUATION FORM FOR STATEMENTS OF QUALIFICATIONS

Name of Project _____

Name of Design Firm _____

Name of Evaluators _____

<u>Criteria</u>	<u>Rating*</u>		<u>Weight</u>	<u>Score</u>
1. Design Team Experience (Proposed design team experience on similar Projects - specific examples should be given)	_____	x	<u>5</u>	=
2. Sub-Consultant Experience (Proposed sub-consultant and experience on similar projects)	_____	x	<u>4</u>	=
3. Project Approach (Includes key personnel experience, cost control, and capacity of firm to perform required work in timely manner)	_____	x	<u>6</u>	=
4. Past Performance on Similar Work	_____	x	<u>2</u>	=
5. References (References given to support firm and designer experience & quality of work)	_____	x	<u>3</u>	=

Total Score = _____

***1 =Poor, 2 = Fair, 3 = Good, 4 = Excellent, 5 = Superior**

Attachment 'B'

Proposal Format Instructions

Police Building Addition Project

City of Beavercreek

Response Due Date: June 23, 2016 at 2:00 PM

The services include the preparation of conceptual architectural drawings, space needs analysis, and preliminary cost estimates for the improvement and possible addition onto the Beavercreek Police Department building. A comparison of utilizing the existing facility vs. constructing a new facility is also include in this study.

The project deliverables are to be completed and on file with the City of Beavercreek within 6 months from the date of authorization.

It is anticipated that the selected Consultant will be authorized to proceed by August, 2016.

Selection Procedures

The City of Beavercreek will directly select a consultant based on the proposal contents. The requirements for the proposal are shown below.

Firms interested in being considered for selection should respond by submitting three (3) copies of the Letter of Interest to the following address **by 2:00 PM on the response due date** listed above.

Beavercreek Engineering Division
City of Beavercreek
1368 Research Park Drive
Beavercreek, OH 45432

Responses received after 2:00 PM on the response due date will not be considered.

Scope of Services

Please see the Request of Proposals document.

Requirements for Proposal Submittal

A. Instructions for Preparing and Submitting Proposal

1. Provide the information requested in the proposal Content (Item B below), in the same order listed, in a letter signed by an officer of the firm. Do not send additional forms, resumes, brochures, or other material.
2. Proposals shall be limited to ten (10) 8½" x 11" single sided pages plus two (2) pages for the Project Approach (Item B.5 below).
3. Please adhere to the following requirements in preparing and binding proposals:

- a. Please use a minimum font size of 12-point and maintain margins of 1" on all four sides.
- b. Page numbers must be centered at the bottom of each page.
- c. Use 8½" x 11" paper only.
- d. Bind letters of interest by stapling at the upper left hand corner only. Do not utilize any other binding system.
- e. Do not provide tabbed inserts or other features that may interfere with machine copying.

B. Proposal Content

1. List significant subconsultants with the percentage of work to be performed by each subconsultant.
2. List the Project Manager and other key staff members, including key subconsultant staff. Include project engineers for important disciplines and staff members that will be responsible for the work.

Address the experience of the key staff members on similar projects, and the staff qualifications relative to the selection subfactors noted.

3. Describe the capacity of your staff and their ability to perform the work in a timely manner, relative to present workload, and the availability of the assigned staff.
4. Provide a description of your Project Approach, not to exceed two pages. Confirm that the firm has visited the site and address your firm's technical approach, understanding of the project, innovative ideas and any other relevant information concerning your firm's qualifications for the project. Address your firm's project specific plan for ensuring increased quality, reduced project delivery time and reduced project costs.

Items 1 thru 4 must be included within the 10-page body of the Lol. Remaining space within the ten (10) pages may be utilized to provide personnel resumes or additional information concerning general qualifications.